



Volunteer! Lynchburg

Job Description Form

Department/Division: Communications & Marketing/Citizens First

Location: City Hall Information Desk, 900 Church Street

Job title: Receptionist

Reports to: JoAnn Martin

Title: Director, Communications & Marketing

Type of position:

- ☒ **Volunteer**
☐ **Intern**

Scheduling:

Hours /week: Minimum 2 hours per day

Days (Check all that apply)

☒ **Monday** ☒ **Tuesday** ☒ **Wednesday** ☒ **Thursday** ☒ **Friday**

At discretion of volunteer

Skill requirements:

- Strong interpersonal skills
- Familiar with MicroSoft computer applications

Education Requirements:

- High School Graduate

Description of Duties:

- Meet, greet, and direct citizens to appropriate offices in City Hall as needed.
- May do some typing on the computer as needed.
- Answer telephone

**Background/DMV Checks
Required**

- ☐ **Criminal Background Check**
☐ **DMV Check**

Degree of Physical Risk for Position

- ☒ **Low Degree**
☐ **Some Degree – please explain:**
☐ **High Degree – please explain:**

Benefits for Volunteer/Intern:

- Learn or develop new skills
- Gain valuable work experience
- Opportunity to learn more about City government operations
- Meet new people/networking possibilities
- Personal satisfaction